



## **CITY OF EUREKA**

### **COMMUNITY DEVELOPMENT DEPARTMENT**

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# *Design Review*

## **Overview**

Design Review is a process that reviews projects for compatibility with the surrounding neighborhood. Design Review may include Site Plan Review and/or Architectural Review. Site Plan Review focuses on how the project complies with the zoning standards such as siting, parking and landscaping; and, Architectural Review focuses on the actual exterior design, looking at the materials, textures, and colors.

Site Plan Review is required for most principally permitted commercial and industrial developments or multi-family residential developments. Architectural Review is required for all conditionally permitted uses or those uses within an Architectural Review combining zone. The Community Development Department Staff can assist you in determining whether Design Review will be required.

## **How to Apply**

Design Review applications are available at the Community Development Department, 3<sup>rd</sup> floor, City Hall, or on the Department's website at [www.ci.eureka.ca.gov](http://www.ci.eureka.ca.gov). Staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return the application packet along with the application fee to the Department for processing.

## **The Process**

### **Step 1: Application Acceptance, Department Review**

Once your application has been submitted and fees collected, Staff will perform a preliminary review of the application to determine if the application is complete. Should your application be found incomplete, you or your agent, if you have designated one, will be contacted and advised what items must be submitted before processing can continue.

### **Step 2: Administrative Approval**

Once your application has been accepted as complete, if Site Plan Review is the ONLY required review, and all other project clearances (except building permits) have been obtained, then the Director of Community Development may administratively approve the Site Plan application. You will then receive a letter from the Department indicating the Site Plan has been approved.

### **Step 3: Design Review Meeting**

When Site Plan Review and Architectural Review, or only Architectural Review, are required, after the application packet has been accepted as complete and all other project clearances (except building permits) have been obtained, the project will be scheduled before the Design Review Committee. You will receive a copy of the agenda stating the date, time and location of the meeting. You, or an authorized representative, need to be in attendance at the meeting. If the Design Review Committee approves your application, or if the conditions or modifications recommended by the Committee are acceptable to you, your application can be approved.

## **Step 4: Appeals**

If your application cannot be approved, or you cannot agree to the conditions or modifications recommended by the Design Review Committee, your project is automatically referred to the Planning Commission for approval, conditional approval, or disapproval at their next available public meeting.

You as the applicant can appeal decisions of the Planning Commission; the appeal must be filed with the City Clerk within 10 calendar days of the Planning Commission's decision. Appeals must be submitted in writing on forms provided by the City Clerk and be accompanied by the required fees.

## **Other Permits and Reviews**

In addition to completing the Design Review process, you may be required to obtain additional permits or reviews prior to proceeding with your project, such as Historic Preservation Review, Building permits, or Encroachment permits. Community Development Department Staff can discuss with you what additional permits or reviews may or will be required.

## **How to Get Help**

Call, e-mail or visit the Community Development Department; we are available to discuss your project with you. You may also wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner to assist you; a listing of qualified professionals is available in the yellow pages of the phone directory.

**Supplemental Application Form**

Please complete the information below by checking the appropriate boxes and attaching additional sheets for the supplemental information as necessary. If you have questions regarding this Supplemental Application Form, the application process, or general planning questions, please do not hesitate to contact the Community Development Department at the address and phone number shown above. Office hours are Monday - Friday 8 a.m. - noon and 1 p.m. - 5 p.m.

Type of Review	Type of drawings required				Number of plan sets to submit
	Site Plan	Floor Plans	Elevations	Landscape Plan	
Sign Permit Review <u>only</u>	x		x		1
Site Plan Review <u>only</u>	x	x		x	1
Design Review Committee: when any of the following are required: Site Plan, Architectural, Sign Permit and/or Landscape Review	x	x	x	x	9
Design Review for Property Listed on the LRHP when Historic Preservation Commission review is required	x	x	x	x	17

Plan Drawings for All Applications

All projects involving construction, alteration, conversion, or other modification to a building, structure or site must submit 1 original, and, if the plans are computer generated, one electronic copy (which may be sent via email) of a Site Plan, Floor Plan and Elevations, unless otherwise stated in the Supplemental Application Form(s) for the application you are submitting. If you are unsure which plan drawings you need to submit, or how many copies to submit, please contact the Department.

All of the plan drawings must be drawn to a standard engineer or architect scale. We prefer plan sheets to be no larger than 11” x 17”, provided, of course, that the detail is legible at that size.

The following items must be included in the title block on EACH plan:

- ✓ Title

✓ Scale

✓ North Arrow

✓ Contact information for the applicant, agent, and/or contractor
- ✓ Property Address

✓ Assessor Parcel number

✓ Date

1. <i><b>The Site Plan should show:</b></i>	Done	N/A
(a) All property lines, with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
(b) All adjacent streets, alleys, and easements and distance to centerline of same	<input type="checkbox"/>	<input type="checkbox"/>
(c) Sidewalk area as measured from the face-of-curb to the property line	<input type="checkbox"/>	<input type="checkbox"/>
(d) Distance from all property lines to all structures (a.k.a. setback dimensions)	<input type="checkbox"/>	<input type="checkbox"/>
(e) Square footage of all structures, measured exterior wall to exterior wall	<input type="checkbox"/>	<input type="checkbox"/>
(f) Use of all structures	<input type="checkbox"/>	<input type="checkbox"/>
(g) Size and location of all off-street parking and loading spaces	<input type="checkbox"/>	<input type="checkbox"/>
(h) Landscaping, include size of planter area and the plant material and size (e.g., 5 gallon)	<input type="checkbox"/>	<input type="checkbox"/>
(i) Location, size and type of trees to be removed	<input type="checkbox"/>	<input type="checkbox"/>
(j) Natural resource areas (e.g., wetlands, riparian areas, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Eaves, structures to be removed/demolished, and upper floors may be shown in dashed outline and labeled (e.g., “Shed to be removed”, “New second floor”)</i>		
2. <i><b>The Floor Plan should show:</b></i>	Done	N/A
(a) Interior/exterior walls (distinguish between walls to remain, walls to be removed, and new walls); include doors, windows, stairs, porches, decks, etc.	<input type="checkbox"/>	<input type="checkbox"/>
(b) Room function (e.g., bedroom, kitchen, shed, garage, office, warehouse, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
(c) Structure dimensions	<input type="checkbox"/>	<input type="checkbox"/>
(d) Square feet of each room or use in a multi-use building	<input type="checkbox"/>	<input type="checkbox"/>
3. <i><b>The Elevation Drawings should show:</b></i>	Done	N/A
(a) Building or structure (including signs) height	<input type="checkbox"/>	<input type="checkbox"/>
(b) Walls, roofs, overhangs, windows, doors and other architectural features	<input type="checkbox"/>	<input type="checkbox"/>
(c) Slope of natural grade and cut/fill lines	<input type="checkbox"/>	<input type="checkbox"/>
(d) Exterior building materials	<input type="checkbox"/>	<input type="checkbox"/>
(e) Exterior colors or treatments	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Color photographs may be submitted for alterations or additions to existing buildings or structures, including signs</i>		